

CONGREGATION OF ST. JOSEPH JOB DESCRIPTION
TRANSFORMATIONS SPIRITUALITY CENTER

Position: **Hospitality & Program Assistant (HPA) (FT 40 Hours/Week)**

Daily Reporting: Facilities Team Leader (FTL);

Performance Appraisal: Director of Transformations with Input from FTL

Purpose of Position:

The HPA will coordinate hospitality services for Nazareth guests and assist with details regarding Transformations programming. The following are the primary responsibilities, and skills needed:

- 1.) Coordinate Vists by Outside Groups
 - a. Coordinate events from initial inquiries to post-event follow through.
 - b. Tend to details in a timely, efficient and accurate manner
 - c. Post event sweeps, equipment setup/take down.
 - d. Assist guests and do reasonable problem solving.
 - e. Cover the desk, or arrange to have it covered and prepare volunteers
- 2.) CSJ Guest Hospitality
 - a. Coordinate accomodations and prepartions for CSJS and their guests
 - b. Execute seamless handoffs with CSJs, other staff members and volunteers.
- 3.) Facilities Coordination
 - a. Coordination of services with other Nazareth departments
 - b. Timely event calendars facility wide.
 - c. Accurate and timely posting of events and operational reporting.
 - d. Timely, Accurate Accounting Records.
 - i. Prepare accurate contracts, tax forms and invoices
 - ii. Timely collection of deposits, and receivables
- 4.) Program Planning Assistant (Under the direction of the TSC Director)
 - a. Assist with pricing, contracts and details relating to TSC programs
 - b. Organize support for programs such as handouts, evaluations, supplies
 - c. Summarize returned evaluations by program, semester, and overall
- 5.) Conduct tours and discuss prices and services with potential guests.
- 6.) Basic skills in a number of computer related functions will be necessary.

These include, but are not limited to:

 - General PC Usage
 - Database Usage
 - Network & Internet Usage
 - MS Office Applications: Excel, Access and Word

- Pleasant, patient interpersonal and telephone skills and effective time management skills are required.

7.) Ability to lift 25-30 pounds is required. Employee may be asked to help set up rooms; use of carts and safe lifting practices required.

8.) Other duties as required. Work assignments may be directed by the Transformations Director, by a Member of the House Leadership, or by a member of the Congregational Leadership Team.

Required:

Attention to detail, accuracy and timeliness

Self-motivation

Flexibility in work hours, including evenings and weekends

Excellent customer service skills, courtesy, patience and judgment

Carrying an emergency phone

To be considered for this position, please submit resume (in PDF or MS Word format) to eeasterday@csjoseph.org